NAVY CAREER COUSELOR INFORMATION SYSTEM

CIPM 99 Release 1.0d



What's New in Version 1.0d



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Career Development Board

Che references to PDB (Professional Development Board) have been changed to CBD (Career Development Board). (Ref Bug 068 Ver 1.0d).

Menu Bar: The menu bar reference to PDB has been changed to CDB. Now select *Inputs\CDB Profile Sheets*.

Browse CDB: The Browse\Edit screen references to PDB have been change to CDB:

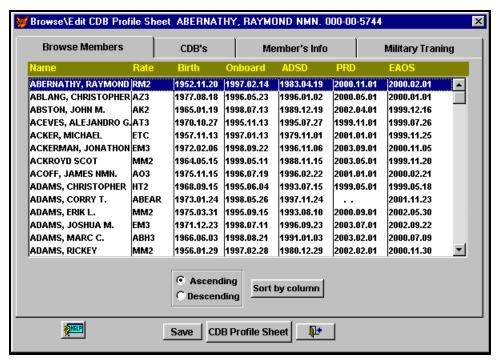


Figure 1 New CDB Browse\Edit Screen

CDB Profile Sheet: The PDB Profile Sheet reference has been changed to CDB:

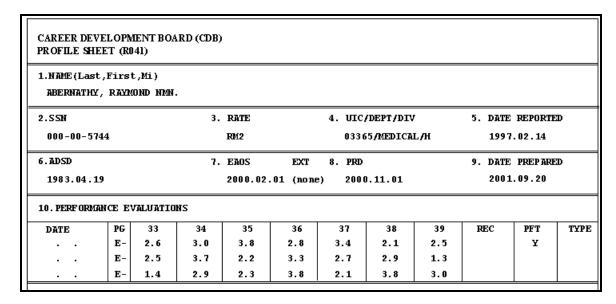


Figure 2 New CDB Profile Sheet (R041)

General Report: A new report has been added to the General Report list. R092 is an alphabetical listing by name that list the member's Reporting Onboard, 6-Month, Non-Designated Striker (E3 Advancement) interview due dates, completion dates and CDB comments, if any, and up to three "Other" types of interviews, dates and comments.

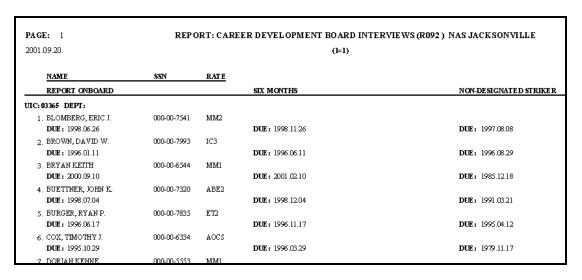


Figure 3 New CDB Alpha List (R092)

CREO/REGA Screens/Reports

The CREO/REGA screens and reports have been changed to conform to the newer NAVADMIN 340/01 CREO/REGA update dated Nov '01. CREO now provides opportunities by pay grade (E1-4/E5/E6) for each rating (vs. TERM). (Ref Bug 086 Ver 1.0d).

Browse CREO Screen. The Browse CREO screen now references rate opportunities by pay grade and groups the CREO Rates by USN/R and by TAR using page tabs:

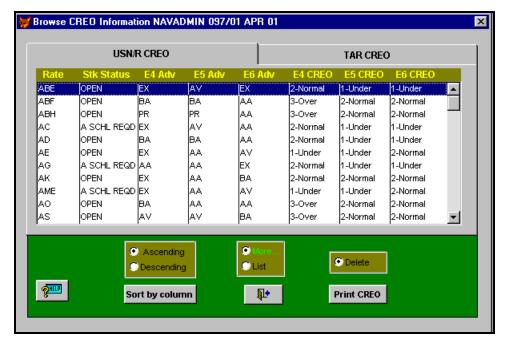


Figure 4 New CREO Browse Screen

CREO Listing The CREO listing is the CIPM 99 list of stored NAVADMIN CREO/REGA Classifications and now lists job demand by pay grade. Using the sample CREO listing below, the rate *ABE*, has normal E1 through E4 manning levels (2-NOR), is undermanned for E5's and E6's (1-UNDE):

			*** ***	#1 C#1 T	2004/00	DEO D 40				
PAGE: 1	USN/USNR REGA/CREO RATING CLASSIFICATIONS									
2001.09.17	NAVADMIN 097/01 APR 01									
	CRE O CAT									
RATE	NON DESIG	F4 ADV	E5 ADV	E5 ADV	E1-4	E5	E6	EXPRESSI ON		
	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	211201								
l. ABE	OPEN	EX	AV	EX	2-NOR	1-UNDE	1-UNDE	AR+MC+AS>=130		
2. ABF	OPEN	BA	BA	AA	3-OVER	2-NOR	2-NOR	AR+MC+AS>=130		
3. ABH	OPEN	PR	PR	AA	3-OVER	2-NOR	2-NOR	AR+MC+AS>=130		
4. AC	A SCHL REQD	EX	AV	AA	2-NOR	1-UNDE	1-UNDE	AR+2*MK+GS>=210		
5. AD	OPEN	BA	BA	AA	2-NOR	1-UNDE	1-UNDE	AR+MK+EI+GS>=190		
6. AE	OPEN	EX	AA	AV	1-UNDE	1-UNDE	2-NOR	AR+MK+EI+GS>=218		
7. AG	A SCHL REQD	AA	AA	EX	2-NOR	1-UNDE	1-UNDE	AR+2*MK+GS>=214		
8. AK.	OPEN	EX	AA	BA	2-NOR	2-NOR	2-NOR	VE+AR>=103		
9. AME	A SCHL REQD	EX	AA	${\tt AV}$	1-UNDE	1-UNDE	2-NOR	AR+MC+AS>=164		
10. AO	OPEN	BA	AA	AA	3-OVER	2-NOR	2-NOR	AR+MK+EI+GS>=190		
11. AS	OPEN	AV	AV	BA	3-OVER	2-NOR	2-NOR	AR+2*MK+GS>=200		
12. AT	OPEN	EX	EX	AA	1-UNDE	1-UNDE	1-UNDE	MK+EI+GS>=156		
								MK+EI+GS+AR>=218 MK>=57		
13. AW	A SCHL REQD	EX	AA	BA	1-UNDE	1-UNDE	1-UNDE	AR+2*MK+GS>=196		
14. AZ	OPEN	AA	EX	BA	2-NOR	1-UNDE	3-OVER	VE+AR>=103		
15. BM	OPEN	BA	BA	PR	2-NOR	3-OVER	3-OVER			
16. BU	A SCHL REQD	EX	EX	EX	2-NOR	1-UNDE	2-NOR	VE+MC+AS>=150		
17. CE	A SCHL REQD	BA	AV	BA	2-NOR	1-UNDE	2-NOR	AR+2*MK+GS>=196		
18. CM	A SCHL REQD	BA	BA	BA	2-NOR	1-UNDE	2-NOR	VE+MC+AS>=150		
19. CTA	A SCHL REQD	EX	AA	BA	1-UNDE	2-NOR	2-NOR	VE+NO+AD>=160		
20. CTI	A SCHL REQD	EX	AV	BA	1-UNDE	1-UNDE	2-NOR	VE+AR+NO+CS>=202		

Figure 5 New CREO List Format

Edit CREO Screen The Edit CREO screen now allows E4 to E6 Advancement Opportunities and the E1 to E-6 CREO Categories to be updated:

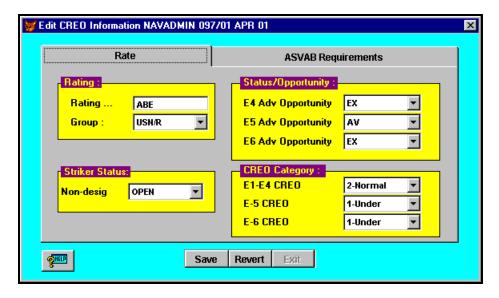


Figure 6 New Edit CREO Screen

Edit Commander

The Edit Commander's screen now has Command's address fields. The fields are used to address the NAVPERS 1306/7 documents. (Ref Bug 035 Ver 1.0d). The new *Edit Commander* screen is shown below:



Figure 7 New Browse Offices Screen

Edit Counselor

The Edit Counselor screen has been changed as listed (Ref Bug 078 Ver 1.0d):

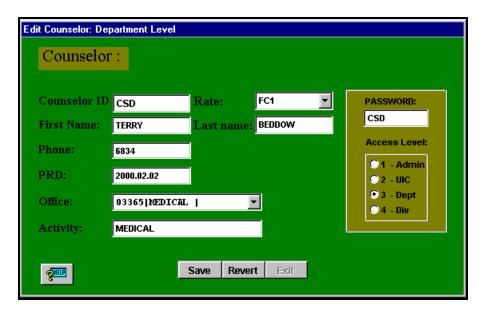


Figure 8 New Edit Counselor Screen

- Title: The screen's Title now reflects the security access level (Admin, UIC, Dept or Div) of the counselor being edited.
- List: The drop down list of office (Offices:) was changed to the newer standard format used in the General Reports screen.
- Office: The office description text box (*Activity:*) color scheme was changed to make it more readable.
- Access Level: The Access Level now changes with the offices selection. For example, if you move the counselor to division, then his/her Access Level is changed to DIV.

NOTE: There is one exception, if the counselor is already a System Administrator (Admin - Access Level), then CIPM will not automatically changed the member's access level.

Export Members

Che CIPM 99 program can transfer individual member or groups of members between CIPM 99 systems via diskette or e-mail using the Export Member tool. This Export Members tool creates a ZIP file on a diskette. This diskette can be hand carried to another CIPM 99 system or the Export File can be attached to e-mail and sent to another command, where the recipient CIPM Counselor can import the file directly into his system.

Changes This Export Member screens have been updated in this release to allow active (CIPM) or inactive (ARCHIVE) members to be exported. Previous versions always exported both. Now you can

select to export active or inactive members. You still can export members by name or by office. The following is a picture of the new Export Member screen (Ref Bug 066 Ver 1.0d):

Export Member Screen The Export screen has been changed, as shown below:

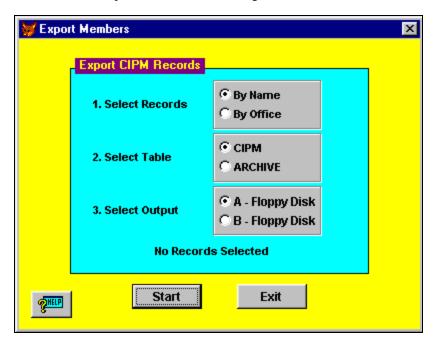


Figure 9 New Export Member Screen

To use the new *Export Member* screen:

- 1. Select the record type (either **By Name** or **By Office**),
- 2. Select the table (either *CIPM* for current members or *ARCHIVE* for members move to the history file), and
- 3. Select the output floppy drive (*A-Floppy Disk* or *B-Floppy Disk*).
- 4. Once you have made your selection, click the *Start* button and a list of member's will be displayed, if you had selected *By Name* or a list of Offices, if *By Office*, as shown below:

By Name (Individuals) If you select Export Members by name, the *Select Members for Export* screen will be displayed as shown below which lists the members alphabetically by last, first name that are in the selected table:



Figure 10 New List of Members available for Export Screen

The Select Members for Export label will either display (CIPM Members), if the listed members are in the active member database, CIPM, or (ARCHIVE Members), if the members are form the inactive/historical database, ARCHIVE. Each row represents one member. There are six columns of information to help identify members: Name (last, first), SSN, Office Title, UIC, Dept and Div.

- 1. Select the member or members to be exported, click the *OK* button. CIPM will create a zipped file, *NEWCIPM.ZIP*, on the selected floppy diskette. This file contains all the selected members' information. This file can be attached to an e-mail letter and sent to the new command or the diskette sent to the new command.
- 2. When the message appears, "INFORMATION: xxx-Records Exported Successfully." Remove the diskette and label it and click *OK*.
- 3. You can create another backup of different members by repeating steps 1 and 2.
- 4. To quit click the *Exit* button.

By Office (Departments) If you select Export Members by office, the *Select Departments for Export* screen will be displayed as shown below which lists the offices alphabetically by office description:

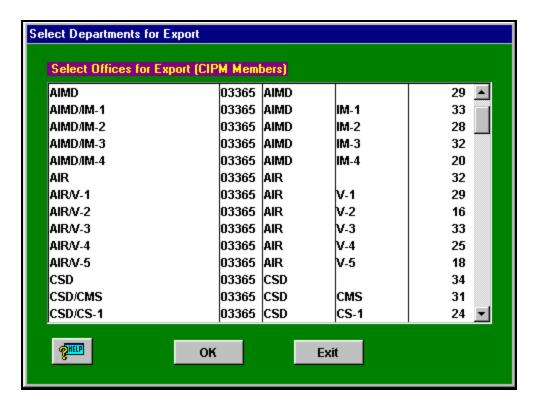


Figure 11 New List of Offices available for Export Screen

The *Select Offices for Export* label will display (*CIPM Members*), if you are exporting active members in the CIPM database, *or* (*ARCHIVE Members*), if you are exporting inactive members from the ARCHIVE database. Each row represents one of the offices: a UIC, Department or Division office.

The five columns of office information are used to help identify offices: Office Title, UIC, Department, Division, and Number of Active (Inactive) members in the office.

To export an office:

- 1. Select the office or offices to be exported, click the *OK* button. CIPM will create a zipped file, *NEWCIPM.ZIP*, on the selected floppy diskette. This file contains all the selected members' information. This file can be attached to an e-mail letter and sent to the new command or the used as a backup copy of the selected member's counselor information.
- 2. When the nessage appears, "INFORMATION: xxx-Records Exported Successfully." Remove the diskette and label it and click **OK**.
- 3. You can create another backup of a different office by repeating steps 1 and 2.
- 4. To quit click the *Exit* button.

General Reports

General Reports have been updated for reflect changes in data categories and new fields.

CITC Report (R042). The Career Information Training Course report has been changed (Ref Bug 031 Ver 1.0d):

- 1. The *CITC date range* has been added to the *Quick Query* screen. The default settings will list all members who have been trained (those with a CITC training date) by default. To pick all members who have not completed the training, erase the beginning and ending dates.
- 2. Now a *blank CITC date* implies that the member has not completed the CITC training. Otherwise, the program assumes that the member has been trained. For example, in the Quick

- Query entering a date range of: "DATES: CITC 1900.01.01 TO 2002.02.02", selects all members who have completed the CITC training before February 2, 2002.
- 3. You can use the *Advanced Query* to select all members who have not completed the CITC Training by changing the expression to read, "*EMPTY(CITC)*".
- Counselor Assignment Report (R018 and R036). The Counselor Assignment Report (R018 and R036) have been changed (Ref Bug 023 Ver 1.0d):
 - 1. The column "*Retention Team Member?*" and corresponding page footer was removed from the reports.
 - 2. Column header was changed from "Members Who Are Counselors" to "Members Who are Trained Counselors".
 - 3. Changed total format field from 9999 to 99999.
- Counselor Report (R035). The Counselor report was changed so that each UIC grouping starts a new page. The "Name/PRD/Phone" and "RATE" columns were move to left edge of report. (Ref Bug 032 Ver 1.0d)
- **E-Mail Reports.** The General Reports have been corrected including the *EAOS 12-Month Outlook Report (R061)* to have all dates fields expanded so that the full date appears the in e-mail formatted reports. (Ref Bug 061 Ver 1.0d)
- Family Care Certificates (R019-RO21). The Family Care Certificates now have the correct spelling of "Department". Also, copies of all memos were sent to YN1 in Millington for review. (Ref Bug 077 Ver 1.0d)
- High Hear Tenure (R043). The High Year Tenure algorithm has been updated to reflect the NAVADMIN Pay grade/New HYT Limits, as shown here (Ref Bug 088 Ver 1.0d):

Pay grade	HYT Limits
E4	12 yrs
E5	20 yrs
E6	22 yrs
E7	24 yrs
E8	26 yrs
E9	30 yrs

- Print UIC, DEPT or DIV Reports. When a UIC, DEPT or DIV counselor logs onto CIPM 99, they can now print General Reports. (Ref Bug 065 Ver 1.0d).
- Separation Reports. The separation reports have been updated to include Transferred members. The last three reports (R089, R090 and R091) now use a 6-months outlook and include members intending to transfer to the Fleet Reserves:
- Other Reports. The following reports have minor changes/corrections as referenced in the associated bug numbers:
 - 1. R026 Reenlistments by Date/Sex/Race (Ref Bug 048 Ver 1.0d)
 - 2. R027 FY/QTR/Monthly Separation (Ref Bug 048 Ver 1.0d)
 - 3. R038 Member's Final Disposition (Ref Bug 048 Ver 1.0d)
 - 4. R089 NON DD2586 (Ref Bug 056 Ver 1.0d)
 - 5. R090 NON DD2648 (Ref Bug 056 Ver 1.0d)
 - 6. 091 NON TAP/CARIT (Ref Bug 056 Ver 1.0d)

Import PC EDVR Data

The Importing of PC EDVR Data has been updated to permit the RATE fields to be optionally updated. (Ref Bug 066 Ver 1.0d):

Select Member Screen for PC EDVR Data. The member selection screen for the Import PC EDVR data has been changed:

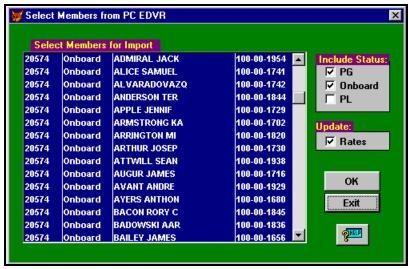


Figure 12 New Select Members from PC EDVR Screen1

- 1. The *Rates* checkbox has been added: Check for updating/Un-check NOT updating the CIPM 99 Rates with the PC EDVR data.
- 2. The Warfare Designator, Marital Status, Number of Dependents and Inoperative Extensions fields are always updated (for both active and archived records) with the PCEDVR data.

Member Record

The *Edit CIPM* Screen (the member's detail information) has its *Retention*, and *Education* pages redesigned to accommodate recent changes. The *Education* page has been updated with the NAP (National Apprenticeship Program) fields and the NAVLEAD (Navy Leadership Program). For information on the Education page changes, see <u>NAP</u>, p. 20, and <u>NAVLEAD</u>, p. 18, sections. (Ref Bug 048 Ver 1.0d).

Retention Page. In the Edit CIPM screen's Retention Page labels have been updated, as shown below:

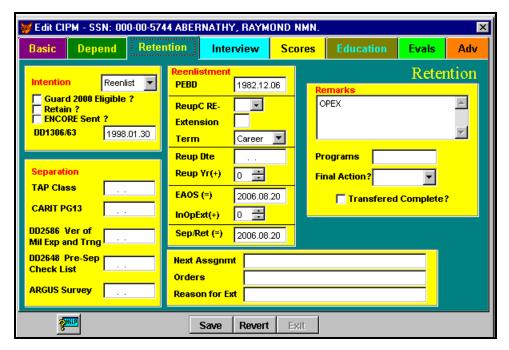


Figure 13 New Retention Screen - Label Updates and Field Groupings

- 1. **Guard 2000 Eligible**, the date the member became eligible.
- 2. **CARIT PG13,** the date the CARIT Page 13 survey was completed
- 3. **DD2586 Ver of Mil Exp and Trng**, the DD2586 Version Date of the Military Experience and Training form completed by the member.
- 4. **DD2648 Pre-Sep Check List**, the date the checklist was completed.
- 5. **ARGUS Survey.** the date the survey was completed
- 6. **Final Action?**, now includes *Transferred* category.

Report Changes. Also, three reports have bee updated to include the new *Transferred Final Action* category:

- 1. R026 Reenlistments by Date/Sex/Race
- 2. R027 FY/QTR/Monthly Separation
- 3. R038 Member's Final Disposition

NAVPERS 1306/7

The Enlisted Personnel Action Request (NAVPERS 1306/7) form has been expanded to give the user more control over the document's creation including many new fields and more fields edits. This newly redesigned form has three *new pages added* to the previous four-page form. The original four pages have been re-designed to accommodate the added fielding. However, the page tabbing follows the standard NAVPERS 1306 document layout: top to bottom, left to right and front to back. Just as the NAVPERS 1306/7 input screen has been updated, so has the output *NAVPERS* 1306/7 *printed document been updated*. (Ref Bug 020 Ver 1.0d).

Screens. The following are screen shots of the NAVPERS 1306/7 input tabbed pages followed by a sample output NAVPERS 1306/7 report.

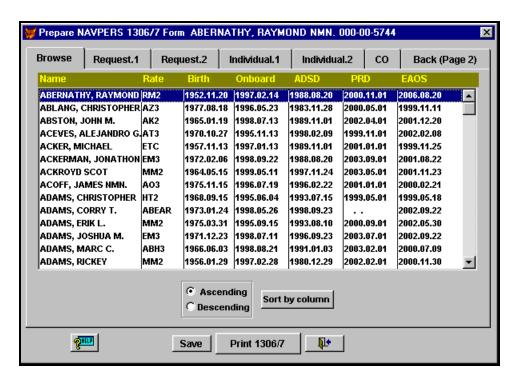


Figure 14 New NAVPERS 1306/7 Input Screen with its Seven Tabbed Pages

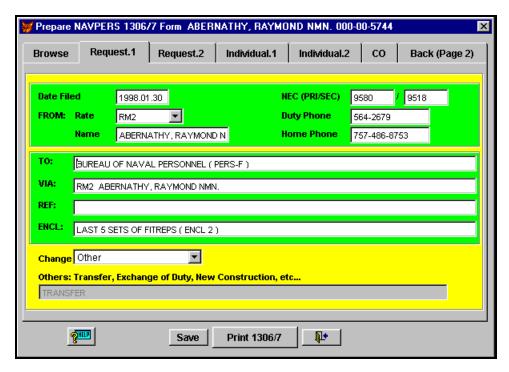


Figure 15 Request.1 - Requested Action Information (part 1)

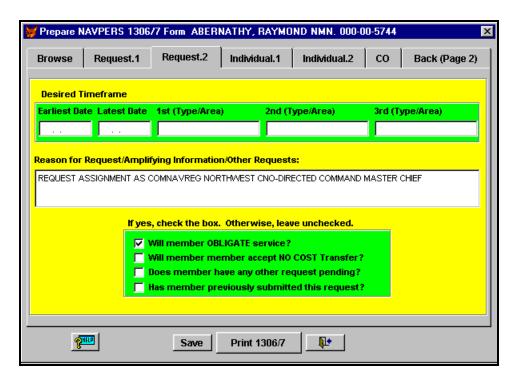


Figure 16 Request.2 - Requested Action Information (part 2)

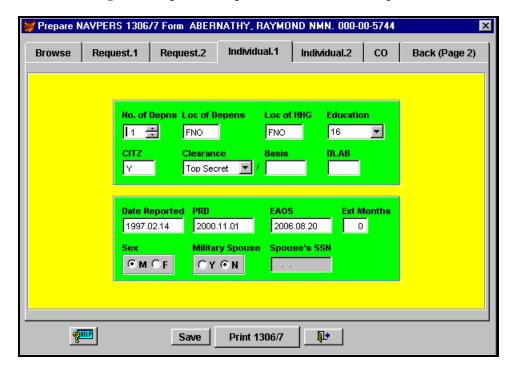


Figure 17 Individual.1 - Individual's Data (part 1)

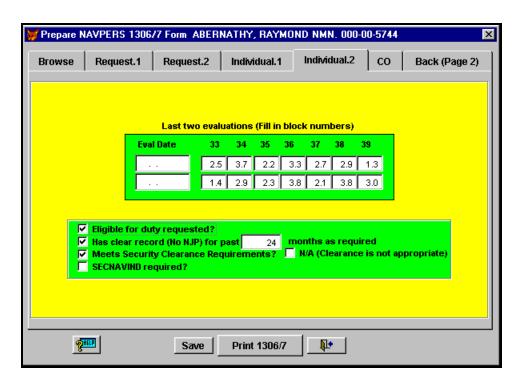


Figure 18 Individual.2 - Individual's Data (part 2)

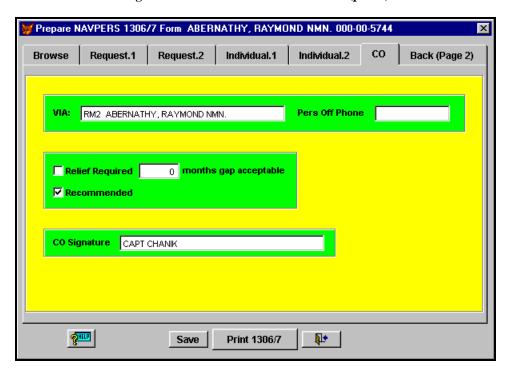


Figure 19 CO - Commanding Officer's Information and Signature Block

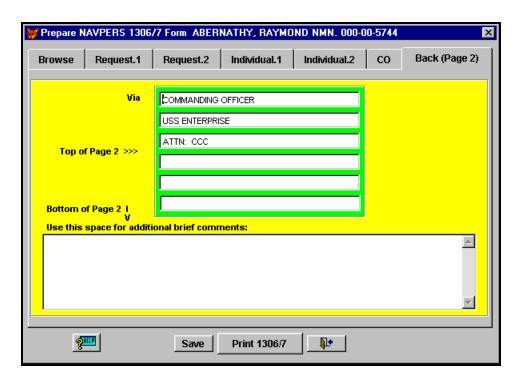


Figure 20 Back (Page2) - Mailing Address and Comments for the Backside of the NAVPERS 1306/7 document.

Report. You can print the NAVPERS 1306/7 from the screen. Just save your changes, if any, and click the **Print 1306/7** button and the NAVPERS 1306/7 document will be displayed, as shown below:

FROM: RM2 TO: BURER VIA: RM2 REF:	PERSONNEL ACTIO ABERNATHY, RAYMOND U OF NAVAL PERSONNI ABERNATHY, RAYMOND 5 SETS OF FITREPS	L (PERS-F)	DATE 1998.01	34	SSN 000-00-5744 NEC (PRI/SEC) 9580 / 9518 Duty Phone (DSN) 564-2679 Home Phone 757-486-8753				
	DUTY ADJUSTMENT OF RATE REENLISTMENT PROGRAM X TRANSFER								
TIME FRAME REASON FOR R REQUEST ASSI	REASON FOR REQUEST/AMPLIFYING INFORMATION/OTHER REQUEST: REQUEST ASSIGNMENT AS COMNAVREG NORTHWEST CNO-DIRECTED COMMAND MASTER CHIEF								
IF COST TRAN	PON APPROVAL OF THIS REQUEST I WILL ACQUIRE NECESSARY OBLIGATED SERVICE: E COST TRANSFER IS NOT FEASIBLE I WILL ACCEPT TRANSFER AT NO COST TO THE GOVERNMENT O YOU HAVE ANY OTHER REQUESTS PENDING ACTION IN BUPERS, E.G., FLEET RESERVE, HUMS, SCHOOLS, ETC., YES X NO IF YES, EXPLAIN ON THE REVERSE SIDE								
PRIVACY ACT ST E.O. 9397. The listed, or som Dept. of Navy:	principal purpose of e other special assign in determining your fo	this REQUEST to request this infor this information is to ment consideration. Th ture duty assignment. information may resul-	enable you to ma e information will Completion of the	hed in 5 U% ke known j 1 be used form is n	your desires fo to assist offi mandatory excep	ntal Requiations am r the various types cials and employees t for duty and home	of duty of the		
NO OF DEPNS	LOCATION OF DEPNS	LOCATION OF HHG	EDUCATION	CITZ	CLEARANCE/BA	SIS	DLAB		

Figure 21 Print view of the newly reformatted NAVPERS 1306/7 Document

NAVLEAD Report

The NAVLEAD (Navy Leadership Program) Report has been added. Also, the NAVLEAD completion date is now being captured instead of just a checkbox. (Ref Bug 043 Ver 1.0d).

NAVLEAD Field. The member's record *Education* page, the *NAVLEAD* (Navy Leadership Program) field has been changed from a Yes/No course completion flag to a course completion date field. Now, you can enter the date that the member completed the course. If the field is left blank, CIPM assumes that the member has not completed the course.

Education Screen.

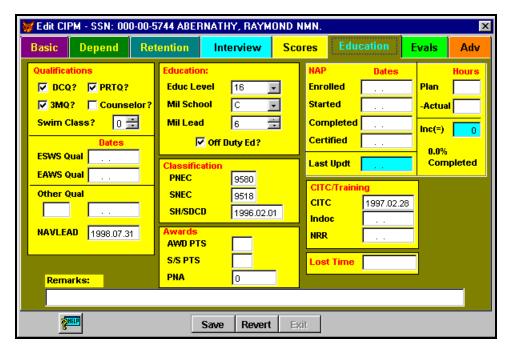


Figure 22 New Education Screen - NAVLEAD Completion Date Field has been added

New NAVLEAD Report. The Navy Leadership Training Status Report (R005) has been added to the General Report list of reports. The report list the members NAVLEAD completion dates, as shown below:

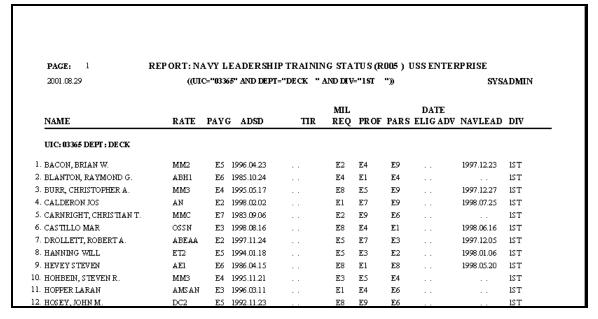


Figure 23 New General Report - Navy Leadership Training Status (R005)

Record Selection. You can change the record selection to print only those members who need NAVLEAD training by selecting from the:

- 1. General Record Selection/Sorting Quick Query screen:
 - The *NLDP* (internal name for NAVLEAD date) date field
 - Blanking the Beginning and Ending fields

NOTE: Since a blank NAVLEAD field implies the member has not completed the training.

- 2. Or from the *General Record Selection/Sorting Advanced Query* screen:
 - Change the sorting list to *UIC*, *DEPT*, *NLDP*, *and NAME*.
 - The report will group the non-trained members together.

Navy National Apprenticeship Program

J ou can now track personnel enrolled in the Navy National Apprenticeship Program (NAP) using the new NAP fields and the new NAP report. (Ref Bug 026 Ver 1.0d).

The Education page of the CIPM screen has a NAP section with six NAP input fields to store member's NAP information. To select the NAP fields, select from the CIPM 99 menu bar *Inputs\CIPM*. From the CIPM browse screen double click on a members entry to display the member's *Edit* screen. Click on the *Education* tab. The NAP fields will be displayed in the upper right hand section of the screen, as shown below:

Edit NAP Fields:

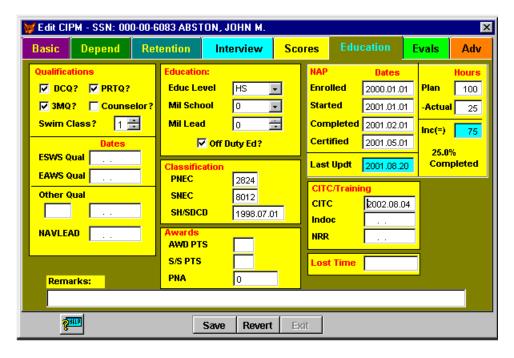


Figure 24 New National Apprenticeship Program (NAP) Fields

NAP Field Description:

Field	Description
Inputs:	The date that the member enrolled in NAP
Enrolled	(YYYY.MM.DD)
Started	The date that the member first began the NAP.
	(YYYY.MM.DD)
Completed	The date that the member completed the NAP.
	(YYYY.MM.DD)

Certified	The date that the member was certified, as having completed the NAP. (YYYY.MM.DD)
Plan	The total number of NAP hours required for
	NAP certification. 0-999.
Actual	The total number of NAP hours that the
	member has completed as of Last Updt. 0-
	999.
Output:	The last date that the NAP was updated. Once
Last Updt	you update the NAP information, the PC's
	date is stored in the Last Updated field.
	(YYYY.MM.DD) Read Only.
<i>Inc</i> (=)	The number of NAP incomplete hours, i.e. the
	number of planned NAP hour that have not
	been completed. 0-999. Read Only.
0.0% Completed	The percentage of NAP hours completed as
	compared to the number of Planned NAP
	hours. (Actual Hours/Planned Hours X
	100%). Whenever the Plan or Actual hours are
	updated the percentage complete is also
	updated. 0-100.0%. Read Only.

NAP Report: You can print a NAP Tracking report from the General Reports screen. To print a NAP tracking report of personnel, select from the CIPM 99 menu bar *Outputs\General Reports*. Select and double click on report <u>R014</u>, <u>NAP Tracking Report</u> from the list of General reports to display the *General Record Selection/Sorting* screen. Click on the **OK** button and the **NAP TRACKING REPORT** will be displayed, as shown below:

	PAGE: 1	REF	ORT: NAP	TRAC	KING REPO	RT (R014) U	SS ENTERP	RISE		
	2001.08.20		((UIC="03365	" AND D	EPT="SUPPLY	" AND DIV="S-	10 "))	SY	SADMI	IN
	NAME	SSN	RATE	DIV	ENROLLE) STARTED	LAST UPDATE	HOUR PLAN AC		% PLAN
ПC:	03365 DEPT: SUPPLY									
1.	ABSTON, JOHN M.	000-00-6083	AK2	S-10	2000.01.01	2001.01.01	2001.08.20	100	25	25.0%
	,				COMPLETED	2001.02.01	CERTIFIED:	2001.05.01		
2.	BARDROFF, LARRY E.	000-00-6256	EM1	S-10				0	0	
3.	BARNEY JEFFR	000-00-5934	EM3	S-10				0	0	
4.	BATTISE MARVIN	000-00-6204	AK3	S-10				0	0	
5.	BOWMAN ERIC	000-00-6598	MM3	S-10				0	0	
6.	BRINKOS, JOHN M.	000-00-5497	ETl	S-10				0	0	
7.	CARMICHAEL, ANDREW	7 000-00-6279	AR	S-10				0	0	
8.	CONVERSO, MICHAEL	000-00-6563	AR	S-10				0	0	
9.	COOL, TERRY N.	000-00-5885	EM2	S-10				0	0	
10.	CUSTER, JEREMY M.	000-00-7539	MM3	S-10				0	0	
11.	EFFNER BRENT	000-00-6560	MM2	S-10				0	0	
12.	ESFINOZA, OSCAR N.	000-00-7821	PH3	S-10				0	0	
13.	garay, rogelio nmn	000-00-7366	HN	S-10				0	0	
14.	GINN, MATTHEW F.	000-00-7751	DC3	S-10				0	0	
15.	GIPPLE, DANIEL R.	000-00-6427	ABE2	S-10				0	0	

Figure 25 New National Apprenticeship Report (R014) found in the General Reports Screen

You can change the record section criteria to select only enrolled members, started members, NAP completed members, NAP Certified members or number of hours planned or completed or combinations of these criteria using the Quick Query and/or Advanced Query options on the report screen.

Office Browser in Treeview

Office management has been significantly simplified through the use of a *Treeview* control, which is similar to the tree in Windows Explorer instead of the older, flat *Office Browser*. The new CIPM 99 Office Browse screen now displays the organizations levels: UIC's, Departments and Divisions in an org chart, which is easy to understand and maintain. The trunk of the tree is OFFICES, a generic super office that all UIC's are connected and represents all members in the database. UIC's are displayed as tree branches connected to the tree trunk. Below each UIC are Department branches, if any. Below each Department branch are Division branches, if any. (Ref Bug 035 Ver 1.0d).

The Treeview is functional. You can point and click on the tree nodes (branches) to insert new offices (UIC's, Departments and Divisions) or to delete an office.

The older *Edit Office* screen has been moved to the Treeview screen. To view or change any office information just click on the node and its properties will be displayed in the text area of the screen. You can then view or change the information, as needed.

Offices: The Treeview and the office information text area both display:

- 1. The number of CIPM 99 members
- 2. The number of CIPM 99 ARCHIVED members and
- 3. The number of CIPM 99 Counselors assigned to each office.

In the Treeview the display counts are triplets, e.g. AIMD (30-0-0) indicates the AIMD Department has 30 active staff members, no archived staff members and no career counselor assigned to the department. The new **Browse Offices** screen is shown below:

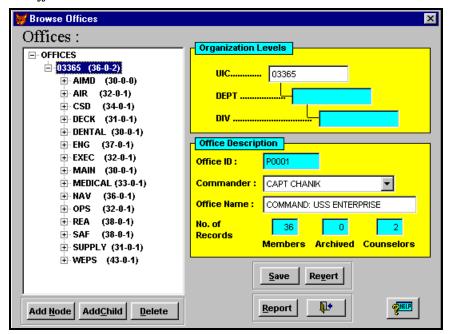


Figure 26 New Browse Offices Screen



Offices	Treeview. Organizational Chart of the OFFICES. Under the OFFICES node are the UIC's. Under the UIC's are the Departments. Under the Departments are the Divisions. To expand the tree click the + symbol. To contract the tree click the - symbol. When a node is selected a shortcut menu is displayed whose options correspond
	the Add Node, Add Child, Delete buttons and display node Properties. Properties will display the full OFFICE record contents: Office, Dept, Div, Offices Name, Commander's Name, Number of Records (Active and Archived) and Counselors assigned to the offices.
Add Node	Button. Adds an office at the same level as the office currently selected in the Treeview. Fill in the <i>Organizational Level</i> and <i>Office Description</i> information and click <i>Save</i> .
Add Child	Button. Adds an office below the currently selected office in the Treeview. (See Add Node)
Delete	Button. Deletes the current selected offices. A confirmation message appears, if the offices and all of its child offices are empty, i.e. show (0-0-0). Otherwise, the message will indicate that you cannot delete the office because it contains members.
Command:	Dropdown list of available Commanders. Select from the list the CO for the currently selected office.
Save	Button. Copies all the text field data to the CIPM database for permanent storage.
Revert	Button. Restores the text fields from the CIPM database.
Report	Button. Displays for viewing/printing the current organizational chart.
Text	
UIC	Unit Identification Code. 5-chars. Example, 03365.
Depart	Short name for the Department. 8-chars. Example, AIMD, AIR, CSD, NOTE: Blank, if office is a UIC office.
Div	Short name for the Division. 8-chars. Example IM-1 NOTE: Blank, if office is a UIC or Department office.
Office ID	Unique Office identifier assigned by CIPM. Read Only. 5-chars.
Office Name	Long name for the selected office. 30-chars. Example, Food Service Office, Sonar Control, Radar 1,
Members	The number of CIPM members assigned to the selected Office. 0-9999. Read Only.
Archived	The number of archived CIPM members assigned to the selected Office. 0-9999. Read Only.
Counselors	The number of CIPM counselors assigned to the selected Office. 0-9999. Read Only.

Figure 27 Controls and Fields of the Browse Offices Screen

Organizational Chart Report: You can print the Office tree and properties from the *Browse Offices* screen. Click the Report button and the *OFFICES: ORGANIZATION* (R012) report will be displayed, as shown below:

PAGE: 2001.08.2	1 24					ZATION (R012) SYSADMIN
TD (DOD)	THE	DEPT	DIV	NUMBER :		OFFICE TITLE
ID (PCD)			DIV	MEMB ARCH	CNSL	OFFICE TILLE
co	CAPTCHA	NIK				
1. P0001	03365			36	2	Command: USS ENTERPRISE
2. P0002	<u> </u>	\mathbf{AIMD}		30		AIMD
3. P0003		l	IM-1	33	1	AIMD/IM-1
4. P0004			IM-2	29	1	AIMD/IM-2
5. P000S			IM-3	32	1	AIMD/IM-3
6. P0006			IM-4	21	1	AIMD/IM-4
7. P0007		AIR		32	1	AIR
8. P0008			V-1	31	1	AIR/V-1
9. P0009			V-2	17	1	AIR/V-2
10. P0010			V-3	33		AIR/V-3
11. P0011			V-4	26		AIR/V-4
12. P0012			V- 5	19		AIR/V-S
13. P0013		CSD		34	1	CSD
14. P0014		<u> </u>	CMS	32		CSD/CMS
15. P0015			CS-1	25		CSD/CS-1
16. P0016			CS-2	31		CSD/CS-2
17. P0017			CS-3	29		CSD/CS-3
18. P0018			CS-4	37		CSD/CS-4
19. P0019			CS-5	25		CSD/CS-5
20. P0020			CS-6	40		CSD/CS-6
21. P0021 22. P0022			CS-7 CS-8	25 31		CSD/CS-7 CSD/CS-8

Figure 28 New Office Organization Report (R012)

With the following Report Columns:

Column	Description
ID (PCD)	Office Identifier (internal use)
UIC	Unit Identification Code
DEPT	Department
DIV	Division
MEMB	Number of active members in CIPM
ARCH	Number of archived members
CNSL	Number of counselors
OFFICE TITLE	Title of the office

Retention Statistics by Zones

The references to *Terms* have been changed to *Zones*. A member is assigned to a Zone depending on the number of years of service according to the following table:

Zone	Yrs of Service
A	< 6 yrs
В	< 10 yrs

С	< 16 yrs
D	< 20 yrs
Е	>= 20yrs

This change affected two Retention Statistics Reports (R044A and R044B). (Ref Bugs 065 and 070 Ver 1.0d).

R044A: Retention Statistics By Term (R044a) Report

PAGE: 1 2001.09.20	REPORT: RETENTION STATISTICS BY TERM (R044a) NAS JACKSONVILLE PERIOD BETWEEN: 2001.08.01 AND 2001.08.31 SY SADM									
	Term	Pop.=	Eligibles + No	nt Eligibles	Reenlistments	Gross 1	Net ²			
UIC: 03365										
Dept: AIMD	A	5	0	5	0	0.0%	0.0%			
	D	1	0	1	0	0.0%	0.0%			
		6	0	6	0	0.0%	0.0%			
Dept: AIR	A	7	1	6	0	0.0%	0.0%			
		7	1	6	0	0.0%	0.0%			
Dept: CSD	A	8	0	8	0	0.0%	0.0%			
	В	1	0	1	0	0.0%	0.0%			
	D	1	0	1	0	0.0%	0.0%			
	E	2	0	2	0	0.0%	0.0%			
		12	0	12	0	0.0%	0.0%			

Figure 29 New Retention Statistics By Term (R044a) Report

R044B: Retention Statistics By Term (R044b) Memo

·	I IMM AN	TD 1.001				-	2001.08.01)	-			ra 7.00		rna.	
				INTE	CNAL B	EPORT	OF C	AREER		SELIN				
1. Command retention statistics for the PERIOD BETWEEN: 2001.08.01 AND 2001.08.31				ZONE A				ZONE B						
				ELIG	INEL	REEN	GROS	NET	ELIG	INEL	REEN	GROS	NET	
				2	73	0	0.0%	0.0%	0	6	0	0.0%	0.0%	
ZONE C				ZONE D				ZONE E						
ELIG	INEL	REEN	GROS	NET	ELIG	INEL	REEN	GROS	NET	ELIG	INEL	REEN	GROS	NET
0	1	0	0.0%	0.0%	0	6	0	0.0%	0.0%	0	2	0	0.0%	0.0%
2. б п	nonthal	atsti	atica							1				
2. 6 months' statistics.						ZONE A		T	l		ZONE B		T	
					ELIG	INEL	REEN	GROS	NET	ELIG	INEL	REEN	GROS	NET
					8	249	0	0.0%	0.0%	0	31	0	0.0%	0.0%
			ZONE C			ZONE D				ZONE E				
		ZONE C												
ELIG	INEL	ZONE C	GROS	NET	ELIG	INEL	REEN	GROS	NET	ELIG	INEL	REEN	GROS	NET

SRB Worksheet

Che Service Reenlistment Bonus (SRB) is a U.S. Navy cash incentive program available to certain member's eligible for reenlistment. CIPM 99 has a built in SRB calculator that computes member's reenlistment bonus. The calculator has been updated to reflect the latest changes in the SRB calculation. The computation now includes the member's Zone (A-E) to prevent bonus payments for any months over 16 years of service. (Ref Bug 006 Ver 1.0d).

SRB Worksheet Screen: The SRB Worksheet screen has been redesigned. The member's list contains SRB related information in columnar format and includes controls for sorting the list (Sort by column, Ascending and Descending). The Output section has a new entry, Adjusted SRB Eligible Months, that displays the final SRB months reduced by the number of months over 16 years of service, if any, through the end the new contract.

To use the SRB calculator:

- 1. Select from the CIPM 99 menu bar *Outputs/SRB Worksheet*.
- 2. Click on a member's name who's SRB is to be calculated.
- 3. If needed, change the Input fields (A, B, C, E, H, and J).
- 4. The Output fields (D, F, G, I and K) will be changed automatically, as you change the Input fields.

The SRB Worksheet screen is shown below:

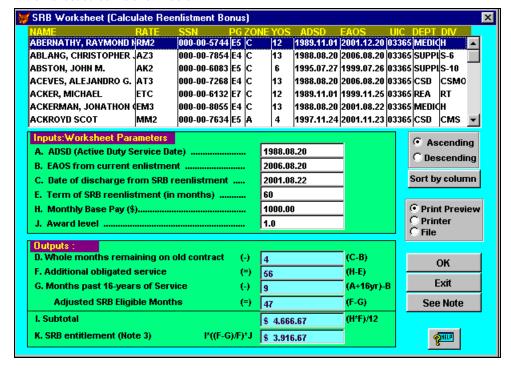


Figure 30 New SRB Worksheet Screen with Zones

Report: You can print an SRB Worksheet from the SRB Worksheet screen. Select a member from the list of members, adjust the Inputs, as needed, and click the OK button and the SRB WORKSHEET (R034) will be displayed, as shown below:

DATE:2001.08.22	RM2 ABERNATHY, RAYMOND NMN.	UIC: 03365			
TIME: 17:25:16	E5 Branch: USN Years of Service: 12 Zone: C	DEP DIV			
A. ADSD (Active D	uty Service Date):		1988.08.20		
B. EAOS (as extend	(-)	2006.08.20			
C. Date of discharg	(+)	2001.08.22			
D. Whole months r	(-)	4 -months			
E. Term of SRB red	(+)	60 -months			
F. Additional oblig		56 -months			
G. Months past 16	years of service ((A + 16yr) - B):		9 -months		
H. Monthly base pa	(x)	\$1,000.00			
I. Sub to tal (F * G /	12):		\$4,666.67		
J. Award level:		(x)_	1.0 factor		
K. SRB entitlement	(I * (F - G) / F) * J) if F > G (note 3):		\$3,916.67		
NOTES: 1. YYYY	/MM/DD format. If day is 31 use 30.				
2. Any p	ortion of a month is rounded up to the next month. I) is entered for three days or less.				
The Si	or Zone "C" is not paid for service in excess of 16 y RB is prorated if the months in excess of 16 years an f reenlistment months.				

Figure 31 New SRB Worksheet (R034) found in the SRB Worksheet Screen

Tickler Interview Manager

Che Tickler Interview Manager screen has been replaced with an Interview Wizard-like screen. The Interview screen has been divided into eight tabbed pages used by the Wizard to walk you through the interview process (using the arrow keys) or you can go directly to any Interview step by clicking on the desired tabbed page. (Ref Bug 042 Ver 1.0d) Other improvements include:

- Scheduling Organizations, p. 29, select office (UIC, Departments, Divisions) to schedule.
- E-mail reports, p. 30, Worksheets, Interview Schedules, Mini-Service Records.
- Report text file manager, p. 31, to select/review/print/send-selected report from a Treeview.
- The Interview Worksheet topics have been updated to meet the new Retention Manual Appendix B-Interview Schedule and Content (July 2000).

Scheduling - Interview Time Period

The new *Interview* screen has eight tabbed pages. The first page is the Period screen, shown below. From the *Period* screen, you can select the month/year that the interviews are due using the dropdown list for the *Month* and the textbox for the *Year*.

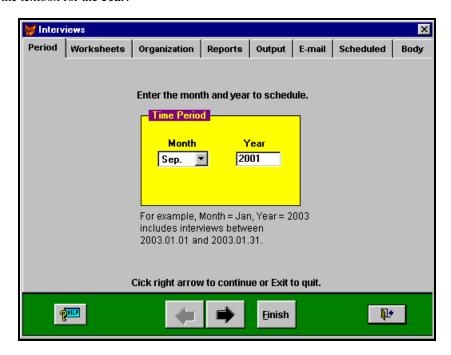


Figure 32 New Interview Screen - PERIOD: Time Period to Schedule

Interview Worksheets

After selecting the Interview Period press the right arrow (or click on the *Worksheet* tab) and the Worksheets page is displayed, as shown below:

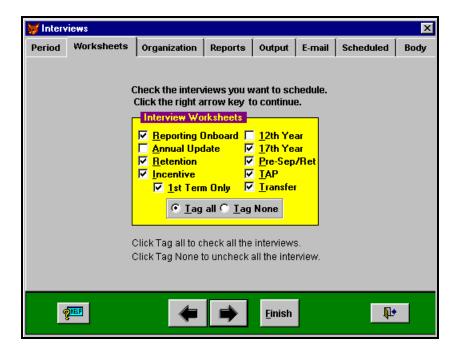


Figure 33 New Interview Screen - Worksheets: Interview Types to Schedule

Check the Interview types from the list of *Interview Worksheets* that you want to schedule for the time period selected. The Tag all and Tag None buttons are used to check/uncheck all the Interviews types, respectively, with one click.

Scheduling Organizations

Moving to the next step, the *Organization* page is displayed:

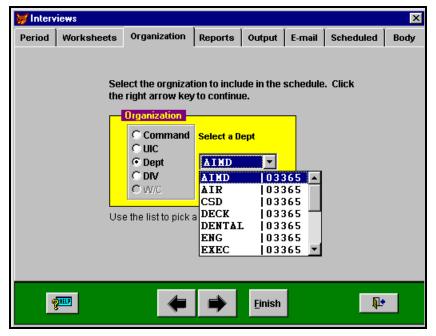


Figure 34 New Interview Screen - Organization: Offices to Schedule

By default the highest level of organization is selected for scheduling the interviews. However, with this screen you can schedule a Command (all UIC'S), UIC, Department or a Division.

NOTE: All members in the selected office and below in the organization chart will be scheduled.

Interview Reports

Next is the *Reports* page, see below. Select the report or reports you want to be created from the list of *Output Format(s)* using the current Interview settings.

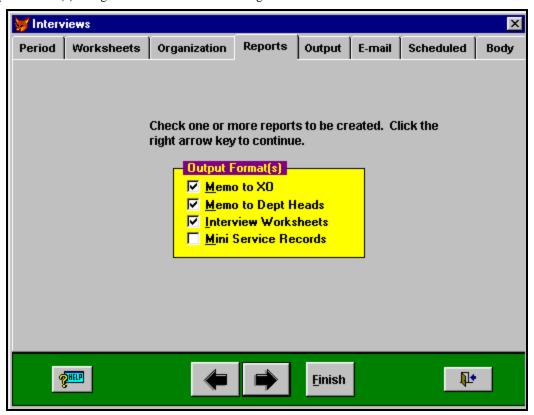


Figure 35 New Interview Screen - Reports: Output Reports to be created

Output Options

Select the *Output* tab to display the currently selected Interview Schedule criteria from the previous steps. Additionally, whenever you click on the Output tab, CIPM re-schedules the members interviews based on the current settings.

In example below, the *Status* section shows that the user has selected all members in the Department AIMD in UIC 03365 and below who need one or more of the selected interviews during the month of September 2001.

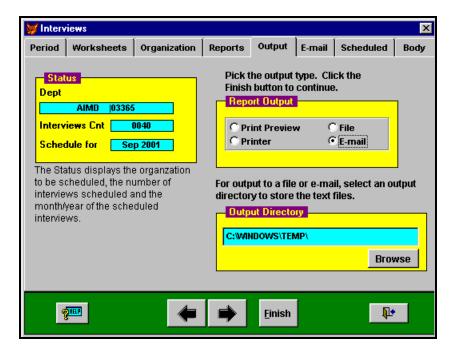


Figure 36 New Interview Screen - OUTPUT: Report Device Destination

The *Report Output* section displays the available output devices. Select *Print Preview*, *Printer*, *File* (text file) or *e-Mail* (Outlook). If you select File or Email, CIPM will create the reports in text file format and store them in the *Output Directory* for later access. In the above example, the text file outputs will be stored under the C:\WINDOWS\TEMP\ directory.

You can change the Output Directory by clicking on the Browse button, which brings up the **Select Directory** dialogue box, shown below.



Figure 37 New Interview Screen - Select Directory

Use the Select Directory dialogue box to change the location where the Report text files are stored. By default the text files are stored in the Windows/Temp folder.

NOTE: CIPM will remember where you store the text files, so you can access the reports in the future.

E-Mail

After selecting the Output Directory, you can view the generated reports from the E-Mail page by clicking on the *E-Mail* tab, shown below:

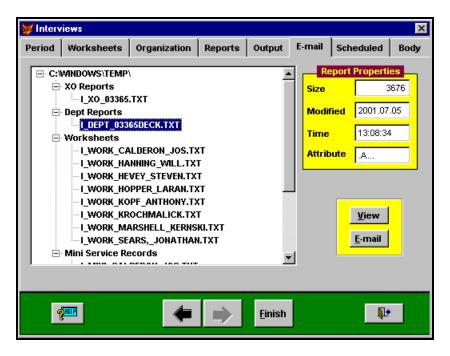


Figure 38 New Interview Screen - E-mail: Treeview of created Reports Available to View/E-mail

The *Treeview* displays the directories where the reports are stored. The *XO Reports* subdirectory contains the XO Reports (one file per UIC) with a file name of I_XO_XXXXX.TXT where XXXX is a UIC. In the example above, the report, I_XO_03365.TXT contains the XO report of scheduled interviews for the Sept 2001. The *Dept Reports*, *Worksheets*, *Mini Service Records* subdirectories display the list of Department Head report, Interview Worksheets and Mini Service Records Report text files, respectively.

NOTE: By clicking on the report nodes +/- symbols will expand and contract, respectively, the tree branches. Use the scroll bar to view reports outside the viewing window.

The **Report Properties** display the selected report's **Size** (file size in bytes), **Modified** (date file was created), **Time** (time file was created), **Attribute** (file attributes).

Edit Interview Schedule

The *Scheduled* page (shown below) displays the current Interview Schedule. Interviewee's are listed alphabetically, with their Departments and Divisions. An *X* under an Interview Column indicates that the member needs that interview. In the example below, Dale Brandt of the IM-2 Division of the AIMD Department is scheduled for a Pre-Separation and TAP interview in Sept 2001.

NOTE: You can view others using the scroll bar, however, you will not be able to incremental search the list by typing in the first few letters of an Interviewee's last name. You can change the width of the columns by mouse dragging the column dividers.

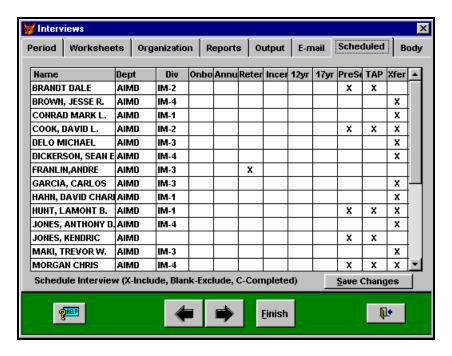


Figure 39 New Interview Screen - Scheduled: Table of Interviewees and Scheduled Interviews

If you already have given the interview for one of the listed members, you can change the *X* to *C* indicting that the scheduled interview has already been completed. Likewise, you can add an interview by placing an X in the interview column. A blank indicates, drops the interview for this schedule. After you are satisfied with the settings click the *Save Changes* button and CIPM will update the Interview *Completed* field with today's date for each Interviewee tagged with a C.

NOTE: This is a time saver for new users of CIPM. You can quickly back fill your CIPM database with completed interviews.

Body of the Interview Worksheets

As with the earlier version of CIPM 99 you can change the topics in the Interview Worksheets. Click on the **Body** tab and select the interview type to be reviewed/changed from the **Select Form:** dropdown list box, as shown below:



Figure 40 New Interview Screen - Body: Edit Interview Worksheet Discussion Items

The large text box contains the selected interview topics. You can make corrections, as needed. To preview the topics in the Worksheet format click the *Print Worksheet* button.